

SECRET

Clock No.

Name

Month - Year

ATTENDANCE AND LOCATION REPORT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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ATTENDANCE SUMMARY

Days on duty this month.
 Multiplied by.
 Days off earned this month.
 Plus days off accrued end of last mo.
 Days off available.
 Less Days off taken this month.
 Days off accrued end of this month.

LOCATION SUMMARY

Area Code	Number of Days
0	
1	
2	
3	
4	
5	
Total	

Employee

Manager

Notation of sick leave days used

Administrative Approval

Clock No.

Name

Month - Year

ATTENDANCE AND LOCATION REPORT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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LOCATION SUMMARY

Area Code	Number of Days
0	
1	
2	
3	
4	
5	

SECRET

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